

# TENANCY APPLICATION FORM



**UnitedAgents**  
PROPERTY GROUP

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## RENTAL APPLICATION FORM

Please ensure copies of the following documents are attached:

- ☐ Drivers licence **OR** Passport **OR** Photo ID
- ☐ Last 2 Payslips **OR** Centrelink Statements
- ☐ Recent Bank Statement
- ☐ Up to Date Rental Ledger *(If Applicable)*
- ☐ Last Council **OR** Water Rate *(If Home owner)*

If you are a Self Employed, please provide the following:

- ☐ Business Registration Certificate
- ☐ Last Financial Tax Return or a letter from your accountant stating your weekly or monthly income

**NOTE: ANY APPLICATIONS WITH MISSING INFORMATION OR DOCUMENTATION WILL NOT BE PROCESSED!**

### PROPERTY ADDRESS:

Date of Open Home Attended:

Rental Amount Per Week:

Preferred Move in Date:

Preferred Lease term: 6 Months 12 Months *(Please Circle)*

**APPLICANT NAME IN FULL:** (Mr, Mrs, Miss, Ms, Dr)

Date of Birth:

Home Phone No.

Work Phone No.

Mobile Phone No.

Current Address:

Email:

Drivers Licence/Passport No.

State/Country of Issue:

Expire Date:

How Many Occupants to occupy the premises:

Adults

Children:

Ages of Children:

Please advise if you have any pets. If so what type: Yes No *(Please Circle)* Type:

### RENTAL HISTORY: CURRENT LANDLORD/ AGENT NAME:

Contact Number:

Fax:

Date this tenancy commenced:

Reason for leaving this address:

Were all bond Money's refunded? *If No please specify:*

PREVIOUS RESIDENTIAL ADDRESS:

Name of Landlord/Agent:

How long did you live at this address:

Weekly Rent Paid:

### EMERGENCY CONTACT NAME:

Contact Number:

Relationship to you:

1. Personal Reference Full Name:

Contact Number:

Relationship to you:

2. Personal Reference Full Name:

Contact Number:

Relationship to you:

### EMPLOYMENT HISTORY- What is your current occupation:

Employers Name:

Employers Address:

Phone Number:

Length of Employment:

Net income per week:

Previous Occupation:

Employers Name:

Length of Employment:

Phone Number:

**IF SELF EMPLOYED:** Business Name:

Business Address:

Agent Name: *(If Applicable)*

Agent Contact Number:

Accountant Name:

Company Name:

Contact Number:

## NOTICE TO PROSPECTIVE TENANTS

- Failure to complete this application in full & to provide the required documents will result in your application not being processed. Please ensure all required fields are complete and the above checklist is ticked according to your current status.
- Applications will be processed between 24 to 48 hours provided
- You will be notified of the outcome of your application either through a phone call or via text
- **If approved you will be required to provide an initial holding deposit of 1 WEEK within 24 hours of being approved. Failure to do so within this timeframe will result in your application being immediately declined**
- We only accept **Money Orders OR Bank Cheques** – no cash or personal cheques accepted and no EFTPOS facilities are available
- The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

## DISCLAIMER

I the said applicant declare that all the information contained in this application is true and correct, and that the information is provided of my own freewill. I further authorize the agent to contact any of the referees or references supplied by me in this application for verification of the details provided.

I declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.

I agree and understand that in the event of this application being rejected there is no requirement of law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.

## PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy.

Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/ or Landlord.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that information and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Holding deposits will be refunded if the landlord does not decide to enter into a Residential Tenancy Agreement. If the applicant decides not to enter into a Residential Tenancy Agreement the landlord may retain the Reservation Fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), If a tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Applicant:

Real Estate  
Agent's Signature:





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PROPERTY GROUP

Please complete all sections of this application to enable us to connect your utilities.

## UTILITIES



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm.

**ELECTRICITY, GAS, TELEPHONE, INTERNET,  
PAY TV, TENANCY INSURANCE**

**Ph: 1300 850 360 Fax: 1300 661 160**

**Email: [sales@onthemove.com.au](mailto:sales@onthemove.com.au)**

**Terms & Conditions** - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your agent may receive a benefit for arranging your services. On The Move and United Agents do not accept responsibility for any delay or failure to connect your services. Standard connection fee & bonds may apply.

☐ *No, I will connect the required utilities on my own accord.*

## Moving? Leave it to us

Let **On The Move** help connect six services conveniently and for free



Electricity



NBN / Broadband



Gas



Pay TV



Home Phone



Insurance



We guarantee that your electricity and gas will be connected on your agreed move-in date\*

\* T&Cs apply. Full details at [onthemove.com.au](http://onthemove.com.au)



**Move home with confidence  
and peace of mind**

**1300 850 360 | [onthemove.com.au](http://onthemove.com.au)**

